

**MANUSCRIPT PREPARATION AND SUBMISSION  
 QUICK REFERENCE CHECKLIST**

A supplement to the “Preparing Your Manuscript” online tutorial



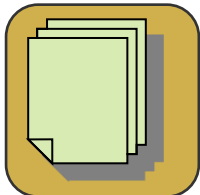
**DOCUMENT SET UP**

<input type="checkbox"/>	CREATE A BASIC DOCUMENT FILE BEFORE ATTEMPTING TO FORMAT.
<input type="checkbox"/>	COMPLETE ALL EDITS AND REVISIONS WITHIN THIS FILE.
<input type="checkbox"/>	START BY INSERTING PAGE AND SECTION BREAKS FOR ENTIRE MANUSCRIPT.
<input type="checkbox"/>	ASSIGN PAGE NUMBERS IN UPPER RIGHT CORNER OR BOTTOM CENTER.
<input type="checkbox"/>	USE LOWER CASE ROMAN NUMERALS (i, ii, iii) FOR FRONT MATTER.
<input type="checkbox"/>	USE ARABIC NUMERALS (1, 2, 3) FOR BODY TEXT.



**MARGINS, FONT, AND SPACING**

<input type="checkbox"/>	SET LEFT MARGIN TO 1.5 INCH AND TOP, RIGHT, AND BOTTOM MARGINS TO 1 INCH.
<input type="checkbox"/>	USE A PROFESSIONAL QUALITY, 12-POINT FONT FOR TEXT.
<input type="checkbox"/>	USE THE FONT SIZE FOR HEADINGS ACCORDING TO PUBLICATION STYLE.
<input type="checkbox"/>	DOUBLE-SPACE MANUSCRIPT (1.5 SPACES WITH COMMITTEE APPROVAL).
<input type="checkbox"/>	SPACE REFERENCES AND QUOTATIONS ACCORDING TO PUBLICATION STYLE.



**FRONT MATTER**

<input type="checkbox"/>	LIST CURRENT DEGREE AFTER PREVIOUS DEGREE(S) ON ABSTRACT PAGE.
<input type="checkbox"/>	COMPLETE AND ‘SAVE AS’ APPROVAL AND TITLE PAGE TEMPLATES FROM OGS SITE.
<input type="checkbox"/>	COPY EDITED APPROVAL AND TITLE PAGES TO MAIN DOCUMENT FILE.
<input type="checkbox"/>	ENSURE APPROVAL PAGE APPEARS AS PAGE i AND TITLE PAGE AS PAGE ii.
<input type="checkbox"/>	COPY AND PASTE REMAINING PAGES OF FRONT MATTER IN MAIN DOCUMENT FILE.



**COMMON PROBLEMS**

<input type="checkbox"/>	MAKE SURE FORMATTING OF FRONT MATTER MEETS ALL REQUIREMENTS.
<input type="checkbox"/>	MAKE SURE MARGINS AND PAGE NUMBERS ARE CORRECT AND CONSISTENT.
<input type="checkbox"/>	FORMAT LANDSCAPE-ORIENTED FIGURES AND TABLES CONSISTENTLY.
<input type="checkbox"/>	CHECK TABLE OF CONTENTS AGAINST THE BODY TEXT FOR CONSISTENCY.
<input type="checkbox"/>	PROVIDE ALL THE APPROPRIATE COMPLETED MANUSCRIPT FORMS.



**MANUSCRIPT SUBMISSION**

<input type="checkbox"/>	CONVERT MANUSCRIPT TO SINGLE ELECTRONIC FILE IN PDF FORMAT.
<input type="checkbox"/>	SAVE CONVERTED PDF FILE AND ORIGINAL FILE AS SEPARATE DOCUMENTS.
<input type="checkbox"/>	REVIEW THE PDF FILE FOR CORRECTNESS (PAGINATION AND FORMAT).
<input type="checkbox"/>	SUBMIT COMPLETED MANUSCRIPT FORMS.
<input type="checkbox"/>	REGISTER AT THE LOBOVAULT DIGITAL REPOSITORY.
<input type="checkbox"/>	NOTIFY OGS MANUSCRIPT COORDINATOR OF THE LOBOVAULT REGISTRATION.
<input type="checkbox"/>	TRANSMIT MANUSCRIPT TO LOBOVAULT AS A SINGLE PDF FILE.